

STATE OF CONNECTICUT • COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET • P. O. BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

[www.ellington-ct.gov](http://www.ellington-ct.gov)

## **Ad Hoc Design Review Board Meeting Minutes**

Thursday, November 13, 2008  
7:00 PM – Conference Room  
Ellington Town Annex

**Members Present:** Janet Marshall, Michele Beaulieu, and Robert Dawson  
**Other Present:** Peter Williams

- 1. Call to Order:** Chairman Bob Dawson called the meeting to order at 7:00.
- 2. Citizens Forum/Public Comments:** None
- 3. New Business**

### Design reviews

135 West Road – Medical Office Building

Peter Williams made notes of the review and will prepare, in writing, the Boards recommendations for the Planning and Zoning Commission. (Enclosed)

### 2009 Meeting Schedule

The enclosed 2009 meeting schedule was reviewed.

**Moved (Marshall) Seconded (Beaulieu) and passed unanimously to approve the 2009 meeting schedule as presented.**

## **4. Old Business**

Design Review Handbook – It was decided to review the present design check list as the first item for the hand book. The members were asked to review the list and report back at the next meeting any additions or changes that maybe appropriate.

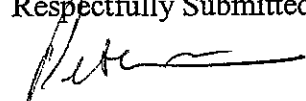
Approval of Regular meeting minutes – October 16, 2008

**Moved (Marshall) Seconded (Beaulieu) and passed unanimously to approve meeting minutes of October 16, 2008.**

**4. Adjournment**

**MOVED (Beaulieu) SECONDED (Marshall) AND PASSED UNANIMOUSLY TO  
ADJOURN THE MEETING AT 7:46 PM OF THE AD HOC DESIGN REVIEW  
BOARD**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Peter Williams', written over a horizontal line.

Peter Williams

## **MEMORANDUM**

**DATE:** November 18, 2008

**TO:** Town of Ellington Planning & Zoning Commission

**FROM:** Ad Hoc Design Review Board

**CC:** Applicant  
Michael Stupinski, First Selectman  
Rob Phillips, Town Planner

**SUBJECT:** Plan Review – # 135 West Road – Medical Office Building

On, November 13, 2008 the Ad Hoc Design Review Board did a design review of the proposed plans for 135 West Road – Medical Office Building.

The plans and elevations as presented showed a colonial looking building with colors and details that was felt to be compatible with the surrounding area.

**The Design Review Board recommends the application be approved with the following conditions**

- Add a sidewalk at the north side of the new parking lot for better pedestrian site access.
- Revise site landscaping to be as per building elevations.
- Show location and types of signage on building for review.
- Revise windows in tower to be similar to the grade floor ones
- No light in the Cupola.
- Add a texture finish to the triangle areas above the doors and windows.

# **Design Review Board**

## 2009 meeting schedule

January 8

February 12

March 12

April 9

May 7

June 11

July 9

August 13

September 10

October 8

November 12

December 10

All meetings will be held in the Town Hall Annex Meeting Room,  
57 Main Street and begin at 7:00 PM